

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, FEBRUARY 27, 2018, 7:30PM

MARINWOOD COMMUNITY CENTER, 775 MILLER CREEK ROAD, SAN RAFAEL, CA 94903

#	Time	Item	Commission Action
1	7:30 PM	Call to Order	
2	7:30 PM	Agenda	Adopt
3	7:35 PM	Public Comment on Non-Agenda Items	
4	7:40 PM	Draft Minutes of January 23, 2018 P&R Commission Meeting	Approve
5	7:45 PM	Draft Minutes of February 27, 2018 Board Meeting	Review
6	7:50 PM	Potential Amendment of Park & Recreation Commission Bylaws to Address Recruitment and Appointment Timing of Incoming/Returning/Outgoing Commissioner Terms	Approve
7	8:05 PM	Recreation and Park Maintenance Activity Report	Review
8	8:20 PM	Requests for Future Agenda Items	
9	8:30 PM	Adjourn	

Requests for disability-related modifications or accommodations, aids or services may be made to the District office no later than 72 hours prior to the meeting by contacting (415) 479-0775

**NEXT P&R COMMISSION MEETING TO BE HELD ON MARCH 27, 2018 AT 7:30 PM
AT MARINWOOD COMMUNITY CENTER**

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

January 23, 2018

Time and Place: 7:30PM Marinwood Community Center

Present:

Commissioners: Jon Campo, John Parkinson, Kathie Joseph, Shane Valentine, Sivan Oyserman and John Tune.

Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta, Recreation Supervisor Luke Fretwell and Administrative Assistant Carolyn Sullivan.

Board Members: Izabela Perry.

Others present: Stephen Nestel.

Agenda

M/s Tune/Parkinson to approve agenda as presented. Ayes: Tune, Campo, Parkinson, Oyserman and Valentine.

Nays: None. Motion carried unanimously.

Introduction of Newly Appointed Commissioner Kathie Joseph

Joseph introduced herself. She has been a resident for about four years and is the mom of two boys ages 11 and 13, she commented she is happy to have the opportunity to serve on the Commission.

Designation of Commission Chair and Vice Chair for 2018

M/s Oyserman/Parkinson to designate Valentine as Commission Chair for 2018. Ayes: Tune, Campo, Parkinson and Oyserman. Nays: None. Abstain: Valentine. Motion carried.

M/s Tune/ Parkinson to designate Oyserman as Commission Vice Chair for 2018. Ayes: Tune, Campo, Parkinson and Valentine. Nays: None. Abstain: Oyserman.

Public Comment on Non-Agenda Items

Nestel commented as a former Park and Recreation Commissioner he understands that the Parks and Recreation are the heart and soul of Marinwood. Marinwood has good hard working staff whose mission is to provide excellence to the community. Nestel stated he would like to see greater care taken to the maintenance of the park, there needs to be a written policy for care.

Draft Minutes of November 28, 2017 Park and Recreation Commission Meeting

M/s Oyserman/ Campo to approve minutes of November 28, 2017. Ayes: Tune, Campo, Parkinson, Oyserman and Valentine. Nays: None. Motion carried unanimously.

Draft Minutes of January 9, 2018 Board Meeting

Tune commented the Proclamations to the Mize and Nisja families were very thoughtful. Tune asked for clarification on Resolution 2018-01. Dreikosen replied instead of adding volunteers to the Districts workers compensation the Board decided to implement waivers for all volunteers including Commissioners. Tune commented it seems that the report received by Miller Pacific wasn't as bad as initially thought. Dreikosen replied correct, Miller Pacific recommended grading the area and placing jute as well as plantings to help the issue. Nestel asked if the other landslide is considered lost land. Dreikosen replied yes, Miller Pacific recommended grading and removing the hazardous bay tree as well as trimming the adjacent tree.

Transition Procedures for Incoming and Outgoing Commissioners

Dreikosen noted this was initiated by Kimberly Call. Dreikosen commented he had a very nice conversation with Call who brought some new ideas for closure for outgoing Commissioners. Parkinson asked how long Call had served on the Commission. Dreikosen replied about 8 or 9 years. Dreikosen added it was the Boards thought to have some new volunteers with fresh perspective. Campo asked if there were any rules for turnover on the Commission. Dreikosen replied no. Perry commented there is a fine balance between new interest and historical knowledge as well as offering a specific skillset to the Commission. It would be hard to set a policy, it would be too limiting. Campo agreed the Board needs latitude. Valentine agreed as well; there are so many factors that make up the Commissions. It may be possible to have outgoing Commissioners have a transition month if the process begun earlier. Perry stated the bylaws could be re-drafted. Tune commented the decision is not made behind closed doors as implied, but a transition month makes sense. Campo

and Parkinson agreed. Dreikosen will change the appointment for future new Commissioners to November for Commission action.

Nestel commented the communication with the public is insignificant; the Commissioners need to have their email addresses on the website as well as a quarterly report for the public to read. Oyserman stated dialogue among neighbors is more effective than a report on a website. Valentine agreed that while community outreach is good, it is more effective if done in person at Marinwood events and talking with neighbors.

Update: Park Maintenance Facility Replacement Initiative

Dreikosen stated everything is in the memo in the packet and was also presented at all previous Board meetings. Oyserman inquired if two architects are a good enough sample. Dreikosen replied yes, the proposals received were good. Parkinson inquired what the next steps would be. Dreikosen replied to enter into a contract with an architect. Campo asked if there is any time frame. Dreikosen replied he would like to move as soon as possible. He and Irv Schwartz are leaning towards one company because they have gone above and beyond, asking questions and has already visited the County. They are coming to the District with reasonable prices and a flat rate. Dreikosen commented he thanks Schwartz for his time and his knowledge. Nestel stated at past Board meetings there was concern with the current location of the facility. The purpose of the park is to be kept as open space and the facility is too large for a three man crew, the area is also a protected watershed. Nestel stated he personally objects to building the new facility in the same location and commented the District will have EIR issues as well as a lawsuit. Nestel stated the park panhandle is the perfect location for a playground or a Nature Preschool; the community doesn't support the District in this endeavor.

Recreation and Park Maintenance Activity Report

DeMarta reported summer camp registration dates have been set. The opening date for residents and pool members will be February 12th and for non-residents it will be February 26th. The After School Program has a few openings for fall 2018 and the registration date is set for February 5th. The next community event is Raise a Glass, a Winter Wine Tasting which will be on February 24th from 2-5pm. Oyserman asked if anyone can register on February 5th for the after school program or if it is reserved for residents only. DeMarta replied this registration process will be open to all, but in the future we will be accommodating residents first. DeMarta stated he acknowledged that the care provided at the schools is at capacity with their current situation, but the schools are not being creative to find a solution to the problem.

DeMarta reported the Park Maintenance crew is spending their time at the pool facility to ensure all the projects are complete by the opening of the Swim Team 2018 season.

Requests for Future Agenda Items

- Update Bylaws.

Parkinson commented he wanted to acknowledge the Lions Club for their work on the highway 101 exit ramp. The entrance to the community looks clean and tidy.

The meeting concluded at 8:44PM.

The date of the next Park and Recreation Commission meeting is set for February 27, 2018 at the Marinwood Community Center.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday February 13, 2018

Time and Place: 6:30PM Marinwood Community Center classroom.

Present:

Board Members: Leah Green, Izabela Perry, Irv Schwartz, Jeff Naylor and Bill Shea.

Fire Commissioners: Ron Marinoff and Steve Farac.

Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta, Recreation Supervisor Luke Fretwell, Fire Chief Tom Roach, Firefighters Brian Smith, Sean Day, Jeff Smith and William Kelly and Administrative Assistant Carolyn Sullivan.

Others Present: Bob Briare, Elaine Biagini, Stephen Nestel and Linda Barnello.

Call to Order: Public comment on closed session items

No comments.

Closed Session

1. *Conference with labor negotiators section 54957.6 Agency designated representatives: Jack Hughes, Eric Dreikosen. Represented employees: Marinwood Professional Firefighters.*

2. *Conference with Legal Counsel – Existing litigation section 54956.9(d)(1): Name of case: Miller v Marinwood Community Services District.*

Closed session began at 6:30PM. Closed session ended at 7:32PM. The Board did not take any action.

Open Session Call to Order and Pledge of Allegiance

Agenda

M/s Perry/Shea to approve agenda as presented. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Fiscal Matters

1. *Presentation of Fiscal Year 2016/17 Audited Basic Financial Statements and Management Report- Michael O'Connor, CPA, RJ Ricciardi, Inc.:* The complete Financial Statements and Management Report was included in the packet. O'Connor presented the statements and report. O'Connor stated the Districts total net position on 6/30 was (77,866). Naylor questioned the deferred outflows on page 8. O'Connor replied they are pensions. Naylor asked if the deferred outflows and inflows were removed would the net position be larger. O'Connor replied yes. O'Connor noted on page 24 that the notes indicate the pension outflows (previously made contributions) reduces the Districts liability. O'Connor noted the Management Report had no observations recorded for the fiscal year.

M/s Perry/Shea to approve Fiscal Year 2016/17 Audited Basic Financial Statements and Management Report as presented. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

2. *Fiscal Year 2017/18 Budget to Actuals and Variance Report as of 12/31/2017:* Dreikosen stated he had included a detailed memo in the agenda. This includes QTR 2 Profit and Loss statement and a snapshot of cash balance. Dreikosen noted the OPEB deposits have occurred as planned and recommends the District pay off the remainder. Barnello questioned where the \$45,000 legal fees are located. Dreikosen replied the expenditure is allocated to the Fire Department.

Consent Calendar

a. *Draft minutes of Regular Meeting of January 9, 2018:* Schwartz would like to note that in the meeting he stated that three Marinwood Paramedics would receive in an increase in pay if the Paramedic agreement were approved. Naylor commented in regards to pool discussions the Waterdevils and Marin Swim League has been one of the most beneficial youth programs in the County and he trusts the Board and community will support reasonable scheduling for their practices and swim meets.

b. *Bills paid numbers 1783-1890:* Shea questioned bills 1848 and 1849. Dreikosen replied they were a topo survey for FEMA projects and one for the Maintenance facility. Shea asked if the PG&E bills were corrected to reflect the previous issues. Dreikosen replied almost. Nestel commented why the District is paying ASCAP fees. Perry replied the District is required to do so.

M/s Shea/Perry to approve Consent Calendar as presented. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Marinoff commented that he had attended a meeting with Assembly Member Levine. Discussion occurred regarding grazing at the Hetfield property. Marinoff stated it is a great idea and should be considered for the area surrounding Lucas' property as well.

Nestel commented the District is not getting accurate notes and stated he never advised the Board to ignore their lawyers.

Barnello asked the Board members to stop and think before they write and requested they tone down accusatory statements and/or inflammatory comments.

District Matters

1. *Update: Marinwood CSD Emergency Services Succession (ESS) Committee:*

a. *Draft Minutes of ESS Committee meeting of February 6, 2018:* Naylor stated certain comments made at the meeting are deemed to be untrue. Naylor stated he has documentation to support this and will send the documentation to Selvitella. Barnello requested the word "draft" be placed on the minutes.

b. *Correspondence to the Board of Directors from Marinwood Firefighters:* Day stated the Labor group would like their perspective to be made public. Naylor commented that the letter stated the District would see a substantial savings if the District contracted with San Rafael. Naylor added he would like to see the data the Firefighters referenced and asked if Friday (February 16th) would be enough time to receive the information. Day replied yes he would get the information to Naylor by Friday. Barnello commented the Marinwood Firefighters work well with San Rafael Firefighters and because she attends all San Rafael Fire Commission meetings she hears this firsthand. Nestel commented the Firefighters idea has merit, but the process has been piecemeal. Naylor commented that the ESS Committee recognizes that the citizens were listed as the priority stakeholders financially and otherwise.

2. *Marinwood CSD Internal Controls and Fraud Prevention Policy- 2nd draft:* Perry stated the draft has no changes from last month and just formalizes the existing processes. Naylor asked if the policy could include inventory assets. Perry replied yes. Nestel stated this is good work by Perry, but it is incomplete. There should be a third party independent person for reporting inaccuracies. Nestel stated the inaccuracies should be reported to all Board members. Perry replied that accusations vs facts should not be held in open session.

M/s Schwartz/Shea to approve Marinwood CSD Internal Controls and Fraud Prevention Policy as presented.

Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Naylor commented the inventory assets portion can be added at a later date.

3. *District Managers Report:* Dreikosen noted DeMarta gave his letter of resignation effective March 2, 2018. While we are sad to see him go we are excited for him as well. Dreikosen added he thanks DeMarta for all his hard work. Dreikosen reported Supervisor Luke Fretwell has been promoted as the incoming Recreation Director effective March 2, 2018. This is a good opportunity for Luke and he has full support of the staff. Fretwell stated he has big shoes to fill and stated he appreciated all of DeMarta's knowledge he has shared. Marinoff commented the Board should have figured out a bonus program for DeMarta. Marinoff added the imagination and performance DeMarta had implemented resulted in huge revenues for the District. Those revenues should be recognized and shared. Nestel commented DeMarta has been awesome and Fretwell is fantastic as well. Nestel questioned if the position was advertised and why there had been no discussion of pay scale.

Dreikosen noted that he is working on the budget for the hearing in April and adoption in May.

Dreikosen stated he is almost ready to enter into a contract with the architect for the Maintenance facility. Barnello questioned the \$12,000 estimated to the architect. Dreikosen replied it is a fair cost and all encompassing. Nestel commented the District is only focusing on one site; it's the community's park and the scale of the project is too big and the Board is opening themselves up for litigation.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of February 8, 2018:* Roach stated he would like to point out the Fire Commission did vote to approve the continuation of the Firehouse kitchen remodel.

Perry asked how many miles of vegetation management does the District have. Roach replied about 7 or 8 and reminded everyone Marinwood is not immune from possible wildland fires. Schwartz stated the District should be more proactive with how citizens can help mitigate wildland fires. The language needs to be kept clean and not hinder residents with potential permitting requirements. Roach agreed, a simplistic message and outreach from the Board would be beneficial. Farac commented forcing citizens to abide to a defensible space policy will be difficult, but suggested using CERT to help get the message out to residents. Marinoff suggested getting the addresses of residents that abut open space and send letters requiring defensible space clearance; the State Resources Code allows power to enforce. Barnello questioned how much money the Board is willing to spend on the matter. Nestel commented that 100 feet of defensible space is too aggressive and referenced the City of Tiburon who recommends 100 feet from structures.

Naylor stated he would like to clarify that while the District was the last one in Marin who should have offered the unsustainable 3 @ 50 plan, the District must acknowledge that it was negotiated in good faith. It is the increasing

liability, the upfront payments and the intransigence of the public pension agreements which has brought the District to this point, not the Firefighters.

2. *Kitchen remodel project*: Dreikosen stated there was a memo in the packet regarding the status of the project. The District received zero bids for the project. Roach reminded the Board that SB54 requires prevailing wage which increases the cost of the project. Schwartz commented that the Board should direct Roach to negotiate to complete the project and tell the contractor that the District will purchase all appliances with the caveat the contractor does the install. Shea agreed to allow Roach to take care of the project. Green commented she agrees as well, but to not exceed \$87,000. Naylor commented go forth. Perry stated staff and the Board have tried to complete the project, but noted she agrees with letting Roach finish the project. Green added the Board needs to not micromanage and trust our staff. Nestel stated this project is a mistake, the District is getting a \$25,000 kitchen for an \$87,000 price tag.

3. *Fire activity summary and Chief Report*: Roach commented with his departure soon there will need to be a MERA representative. Green offered.

Roach commented the Department has been experiencing issues with the Utility and it is out of service for off-road Fire protection. Naylor asked if the Department could be leant one by San Rafael. Roach replied he would ask. Perry stated 50% of the Fire calls the Marinwood FD responds to are in San Rafael; the FD has a 2 million budget, theoretically that means 1 million dollars of services going to San Rafael. Roach replied that is subjective.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of January 23, 2018*: Nestel stated the minutes are obscuring his points regarding the EIR issue. Nestel stated a Nature Preschool and playground are a better use of the land.

2. *Review current Open Space Encroachment Policy*: This is a follow-up at Schwartz's suggestion, but the District has code enforcement issues. Schwartz commented it is inappropriate for residents to park their vehicles on District land as well as residents using our property for their own personal use. Perry suggested sending letters to the violators. Barnello stated the Board is setting precedent for future issues, it's too expensive.

3. *Recreation and Park Maintenance Activity*: DeMarta commented he would like to thank everyone for two decades of working with the community and staff at Marinwood. Nestel stated he can't express enough gratitude to DeMarta for redefining the community from an older to a younger demographic. Barnello commented DeMarta was so easy to get along with, great with people, calm and hardworking.

New and Other Business

1. Requests for future agenda items:

- Barnello: Written policy for communication response from the District Manager.
- Nestel: Board member support for Damon Connolly.

Recognitions and Board Member Items of Interest

Green stated her appreciation for DeMarta's service to the Marinwood community.

The meeting was adjourned at 9:49PM.

The date of the next Regular Board Meeting was set for March 13, 2018 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

Memo



To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: February 27, 2018
Re: Amendment to P&R Commission Bylaws

Commissioners,

As discussed by the Commission at their January 2018 meeting, it was suggested to move the timing of when the Board of Directors formally appoints Commissioners to new terms from December to November. The terms of incoming and/or reappointed Commissioners will not change, with said Commissioners being officially seated on the Commission the following January. The intention of this change is to notify and allow outgoing Commissioners to attend a final Commission meeting in November while still serving as an active Commissioner. *(Note: The Commission has traditionally elected not to conduct a December meeting due to potential scheduling conflicts and challenges during the Holidays)*

I have included the current section of bylaws and a suggested amendment to accomplish such a change:

B. APPOINTMENT TERMS AND PROCESS (Page 2)

Commissioners are appointed by the Board during its regular December board meeting for two-year terms beginning in January. Three commissioners shall be appointed for terms beginning in the same even year. Two other commissioners plus the alternate shall be appointed for terms beginning in the same odd year. A spreadsheet listing commissioners' appointment terms shall be kept up to date by the District Manager and be available by request. There are no term limits for Commission members.

Suggested Amendment:

B. APPOINTMENT TERMS AND PROCESS

Commissioners are appointed by the Board during its regular November board meeting for two-year terms beginning in January. Three commissioners shall be appointed for terms beginning in the same even year. Two other commissioners plus the alternate shall be appointed for terms beginning in the same odd year. A spreadsheet listing commissioners' appointment terms shall be kept up to date by the District Manager and be available by request. There are no term limits for Commission members.

Park & Recreation Report – February 2018
Shane DeMarta, Recreation Director

Recreation Activities

Winter Special Events:

- *Raise a Glass a Winter Wine Tasting*, is scheduled for Saturday February 24th from 2pm-5pm at the Marinwood Community Center. We currently have 14 wineries committed to pouring.

Mid-Winter Camp:

- Mid-Winter camp took place February 20-23rd all but the youngest camp was full. The next camp we will be offering is Spring Break camp, April 9-13.

Marinwood Review:

- The Spring/Summer Marinwood Review and summer camp brochures are now available.

Waterdevils:

- The Waterdevils will begin their practices on March 1, 2018; the pool is heated and ready for the start.

Summer Camp Registration:

- Registration for 2018 summer camps begins on the following dates:
 - February 12th for Marinwood Residents (and pool members)
 - February 26th for Non-Marinwood Residents
- The first two weeks of summer registrations have been exceeding expectations (comparison below):
 - **Camp 2017** = \$173,731 / **Camp 2018** = \$278,150
 - **Pool Memberships 2017** = \$19,796 / **Memberships 2018** = \$34,144

After School Registration:

- Registration has closed for our 2018/19 after school program; we are full with 38 participants. We currently have a waitlist as well.

Marketing:

- Work is currently being completed on our summer marketing campaign. Staff has come up with the theme, *“The Summer you have been dreaming of.”*

Recreation Transition:

- I have met with Robyn extensively over the past 8 weeks and have helped her lay out summer camp planning for this upcoming season as well as had fruitful discussions regarding the Marinwood Preschool, the after school program, and fall classes.

Park Maintenance Activities

General Maintenance

- Mow turf every other week (weather depending)
- Empty garbage and dog receptacles two times a week
- Clean Building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts
- Check drains and culverts as needed

Projects completed in January:

- Pool pump room sump pump installation.
- Balancing pool main pool chemistry
- Pool fence repair
- Locker room cleaning/updating
- Weeding/mowing around Marinwood Park
- Tom Horne trail installation complete

Projects scheduled for February:

- New sandbox installation at Marinwood Park (complete)
- Cleaning/landscaping at Marinwood entrance (Miller Creek Ave & Las Gallinas)
- Marinwood Park Landscaping
- Landscaping at Marinwood Pool

Upcoming Projects:

- Miller Creek Mini Park fence extension/signage
- Picnic area updates
- Landscaping in front of Marinwood Fire Dept.
- Sidewalk repairs

Landesign Contracted Schedule:

- Cleaned landscaping in front LVE sign
- Cleaned along LVE walking path
- Recommended waiting an additional 3-4 weeks to mow berms in LVE
- Landesign is currently working their way down Miller Creek Road, pruning the medians.
- Luke Fretwell and I met with Landesign. We had a positive conversation and feel like things are moving in a positive direction.

Park Transition:

- I've met (and continue) to meet with Luke for several hours a day to train him on the operations and functions of our Parks Dept. I have also created a set of 15 binders for his reference detailing each park function as well as vendor information. Luke has also spent a meaningful amount of time shadowing the Parks Dept. over the past 6 weeks.